

REPORTS INVENTORY						CONTROL NO.	
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140146-1						DDI/DIR/ISS -- 12	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Completions of Internal Training						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
						3. FUNCTIONAL AREA	
						PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
3		Annually - Fiscal and Calendar Year		1			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Form		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		Internal Directive			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OTR/ISS/AIR				None (data obtained from Form 1961, Agency Training: Internal)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-08	4.90		120		588.00		2 1176.00
GS-05	3.60		350		1260.00		2 2520.00
GS-04	3.20		450		1440.00		2 2880.00
GS-03	2.70		220		594.00		2 1188.00
B. COSTS OF COMPUTER PRODUCED REPORTS \$7764.00							
TOTAL COSTS PER YEAR \$7764.00							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
						MAN-HOURS	
						DOLLARS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						0 0STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
8 Oct. 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140146-1 Production Control Specialist Automation				<input type="checkbox"/>	

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